



## NATIONAL SCIENCE FOUNDATION

### ANNOUNCEMENT NUMBER S20020126-IPA DIRECTOR, DIVISION OF UNDERGRADUATE EDUCATION

The National Science Foundation is seeking qualified candidates for the position of Director, Division of Undergraduate Education (DUE), Directorate for Education and Human Resources (EHR) on an Intergovernmental Personnel Act (IPA) assignment basis.

**EHR is seeking candidates with excellent ambassadorial skills, outstanding leadership qualifications, proven managerial acumen, and a deep sense of scholarship on the issues facing science, technology, engineering, mathematics education and the development of a world-class workforce.**

**The programs of DUE sit at a key crossroads of education and serve to prepare students for a variety of opportunities in science, technology, engineering and mathematics: graduate study in science, engineering, and mathematics; professional practices as K-12 teachers, technicians, engineers, and entry-level scientists; lives as scientifically and technologically literate professionals in business, industry, and government; and citizens in an increasingly technological society.**

Initial assignments under the IPA mechanism may be made for a period of up to two years. Individuals eligible for an IPA assignment with a Federal agency include employees of State and local government agencies or institutions of higher education, Indian tribal governments, and other eligible organizations in instances where such assignments would be of mutual benefit to the organizations involved. The individual remains an employee of the home institution and cost-sharing arrangements are generally negotiated between NSF and the home institution. **Individuals interested in an IPA assignment should submit curriculum vitae or Federal application form and a letter referencing qualifications to the following address:**

National Science Foundation  
Division of Human Resource Management  
Executive Personnel  
ATTN: S20020126-IPA  
4201 Wilson Boulevard, Room 315  
Arlington, VA 22230

Applications may be transmitted electronically to [execsrch@nsf.gov](mailto:execsrch@nsf.gov)

**The closing deadline for receipt of applications is July 15, 2002.**

Inquiries or questions should be directed to: Executive Personnel Staff at (703) 292-8755; hearing impaired individuals should call TDD (703) 292-8044. Information on the NSF mission, structure, programs and operations may be found at <http://www.nsf.gov/>. The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact located on this vacancy announcement.

**STATEMENT OF DUTIES:** The Division Director provides leadership and direction to the DUE Division with respect to the formulation of policies, programs and strategies of undergraduate education in science, technology, engineering, and mathematics (STEM). The Division Director manages an ensemble of programs that promote undergraduate STEM education for all students, including: STEM majors; prospective pre-Kindergarten through grade 12 teachers; students preparing for the technical workplace; and all students, as citizens in a society increasingly dependent upon science and technology. The Division Director provides leadership and guidance to all Division Staff; determines funding requirements; prepares and justifies budget estimates; balances program needs with allocation of resources; oversees the competitive review of proposals for funding, and recommendations for awards and declinations; fosters communication and, where appropriate, partnerships, with other EHR Divisions, NSF Directorates, Federal agencies, relevant professional societies and organizations, and the academic community at-large.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY  
QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

## **DIRECTOR, DIVISION OF UNDERGRADUATE EDUCATION (DUE)**

### **QUALIFICATIONS REQUIREMENTS EXECUTIVE/MANAGERIAL**

#### **Essential**

1. Demonstrated ability to develop and implement an organizational vision that integrates key national science, technology, and education goals. Includes understanding of the relative roles and relationships of Federal, academic and private organizations involved in the development and support of programs to improve the status of science, technology, engineering, and mathematics education. Includes the ability to formulate effective program strategies consistent with the overall goals of the organization. (Leading Change)
2. Demonstrated ability to achieve organizational objectives by creatively managing and motivating staff. Includes the ability to promote quality through the effective use of performance standards and assessment. Includes valuing cultural diversity and other differences, promoting developmental opportunities, fostering commitment and team spirit, and constructively resolving conflicts. (Leading People)
3. Demonstrated knowledge and ability in planning, prioritizing, and coordinating large, complex programs in the areas of undergraduate science, technology, engineering, and mathematics education. Includes the ability to make timely and effective decisions and to produce results through strategic planning, and the implementation and evaluation of programs and policies. Includes the ability to change and balance complex and diverse program demands within available resources in response to major changing needs involving science, technology, engineering, and mathematics education. (Results-Driven)
4. Demonstrated ability to utilize human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission and to take advantage of new technologies to enhance the effectiveness of decision making. Includes demonstrated ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes. (Business Acumen)
5. Demonstrated ability to serve as the senior spokesperson for a major organization involved in the support of science, technology, engineering, and mathematics education programs and to foster partnerships. Includes the ability to coordinate organizational strategy and initiatives with representatives of scientific communities and with representatives of formal and informal academic and institutional systems, community-based groups, and those responsible for the administration of research and educational institutions. Includes ability to interact constructively with Federal officials, representatives of professional organizations and the public sector. (Building Coalitions/Communication)

#### **Desirable**

1. Demonstrated ability to exercise sound professional judgment in recommending the initiation of science, technology, engineering, and mathematics education and research activities to improve access, participation, and success in the scientific enterprise of citizens and nationals drawn from underrepresented groups.
2. Demonstrated ability to achieve organizational goals through effective and innovative management approaches emphasizing interdisciplinary coordination and teamwork.

#### **Essential**

#### **PROFESSIONAL/TECHNICAL**

1. Ph.D. or equivalent professional experience or a combination of education and equivalent experience in science, mathematics or engineering or science/mathematics/engineering education.
2. Recognized professional standing in the science, mathematics, engineering or educational communities as evidenced by publications and/or professional awards.
3. Knowledge of status and trends in participation in the science/technology/engineering/mathematics (STEM) workforce, as well as capabilities and efforts in the STEM community to increase diversification.
4. Demonstrated knowledge of organizations working to diversify STEM communities through addressing major issues related to access, participation, and success of underrepresented groups.

#### **Desirable**

1. Demonstrated broad knowledge of diverse fields of science, technology and mathematics education as they relate to the Nation's educational institutions.

**NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY**

**OMB No. 3145-0096  
Expiration: August 2002**

Vacancy Ann. #: \_\_\_\_\_

Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

**AUTHORITY** - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_

2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**